**PHILIP MORRIS U.S.A.**

**INTEROFFICE CORRESPONDENCE**

**Richmond, Virginia**

**To:** **Distribution** **Date:** **1997 August 14**

**From:** **F. Logan**

**Subject:** **LIMS Team Meeting Minutes for 8/14/97**

---

**Attendees:** C. Ament, P. Callaham, S. Laffoon, F. Logan, J. Sampson, J. Wickham

**Business Conducted:**

- Reviewed action items.

- J. Sampson updated the team on the status of several items:
  Jeff received the system cost information from M. Goffman (**see action items**).
  Jeff is waiting for RFP sample information from M. Goffman before proceeding with the confidentiality discussion with legal.
  Jeff received the job description for the LIMS Administrator from M. Goffman.

- J. Wickham introduced several items to the team:
  John reported that J. Stimler commented that from a systems group standpoint, he did not want to support two database servers. He preferred Sybase and Unix as opposed to Oracle. He further suggested that Labware was a suitable choice, as it is not married to Oracle. Secondly, John reported that Filter & Paper Technology is seeking into the purchase of a LIMS. The team suggested that they be part of the JAD sessions (**see action items**).

- Conference rooms were confirmed for the first round of JAD sessions:

| Date | Lab | Place | Time |
|---|---|---|---|
| Wednesday, Sept. 3 | ARD | T2 conference room | 8:00-4:00 |
| Thursday, Sept. 4 | PTL | Marlboro Room | 8:00-4:00 |
| Friday, Sept. 5 | PRD | T2 conference room | 8:00-4:00 |

**Action Items:**

- J. Sampson and R. Lipps will discuss the system cost information with B. Good in preparation for the 8/19 capital budget.
- J. Wickham and R. Lipps will discuss the LIMS for the Paper & Technology group.
- J. Wickham will contact N. Gautam about the LIMS for the Paper & Technology group.
- J. Wickham and R. Lipps will discuss validation issues. ← auditing can be turned on to all dbases. How do you validate integration? What is meant by validation? That there is no spot in the [illegible] where the number can be edited with no trail.
- S. Laffoon will setup preliminary schedule for the PTL JAD sessions.
- C. Ament will setup preliminary schedule for the ARD JAD sessions.
- F. Logan will setup preliminary schedule for the PRD JAD sessions.
- F. Logan will ask J. Lewis about LIMS presentation to PRD.

**Next Meeting:** August 21, 1997
Agenda:

- Review Action Items
- Review Preliminary JAD Schedules
- Process Check

DOC CODE: A0150



Source: https://www.industrydocuments.ucsf.edu/docs/ngcl0001

**Distribution:**
Ament, C.
Carmines, E.
Callaham, P.
Good, B.
Koller, K.
Laffoon, S.
Lipps, R.
Lisbon, D.
Mazur, C.
Sampson, J.
Wickham, J.





Source: https://www.industrydocuments.ucsf.edu/docs/ngcl0001